



PRIVACY IMPACT ASSESSMENT (PIA)

For the

Electronic Freedom of Information Act (eFOIA)

United States Air Force

SECTION 1: IS A PIA REQUIRED?

a. Will this Department of Defense (DoD) information system or electronic collection of information (referred to as an "electronic collection" for the purpose of this form) collect, maintain, use, and/or disseminate PII about members of the public, Federal personnel, contractors or foreign nationals employed at U.S. military facilities internationally? Choose one option from the choices below. (Choose (3) for foreign nationals).

- ☒ (1) Yes, from members of the general public.
- ☐ (2) Yes, from Federal personnel* and/or Federal contractors.
- ☐ (3) Yes, from both members of the general public and Federal personnel and/or Federal contractors.
- ☐ (4) No

* "Federal personnel" are referred to in the DoD IT Portfolio Repository (DITPR) as "Federal employees."

b. If "No," ensure that DITPR or the authoritative database that updates DITPR is annotated for the reason(s) why a PIA is not required. If the DoD information system or electronic collection is not in DITPR, ensure that the reason(s) are recorded in appropriate documentation.

c. If "Yes," then a PIA is required. Proceed to Section 2.

a. Why is this PIA being created or updated? Choose one:

- b. Is this DoD information system registered in the DITPR or the DoD Secret Internet Protocol Router Network (SIPRNET) IT Registry?**

- c. Does this DoD information system have an IT investment Unique Project Identifier (UPI), required by section 53 of Office of Management and Budget (OMB) Circular A-11?**

- If "Yes," enter UPI**

d. Does this DoD information system or electronic collection require a Privacy Act System of Records Notice (SORN)?

If "Yes," enter Privacy Act SORN Identifier

Date of submission for approval to Defense Privacy Office

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e. Does this DoD information system or electronic collection have an OMB Control Number?

Contact the Component Information Management Control Officer or DoD Clearance Officer for this information.

This number indicates OMB approval to collect data from 10 or more members of the public in a 12-month period regardless of form or format.

☐ **Yes**

Enter OMB Control Number

Enter Expiration Date

☒ **No**

f. Authority to collect information. A Federal law, Executive Order of the President (EO), or DoD requirement must authorize the collection and maintenance of a system of records.

(1) If this system has a Privacy Act SORN, the authorities in this PIA and the existing Privacy Act SORN should be the same.

(2) Cite the authority for this DoD information system or electronic collection to collect, use, maintain and/or disseminate PII. (If multiple authorities are cited, provide all that apply.)

(a) Whenever possible, cite the specific provisions of the statute and/or EO that authorizes the operation of the system and the collection of PII.

(b) If a specific statute or EO does not exist, determine if an indirect statutory authority can be cited. An indirect authority may be cited if the authority requires the operation or administration of a program, the execution of which will require the collection and maintenance of a system of records.

(c) DoD Components can use their general statutory grants of authority ("internal housekeeping") as the primary authority. The requirement, directive, or instruction implementing the statute within the DoD Component should be identified.

10 U.S.C. 8013, Secretary of the Air Force;
5 U.S.C. 552, Public Information; agency rules, opinions, orders, records, and proceedings;
DoD Regulation 5400.07, DoD Freedom of Information Act (FOIA) Program;
AFMAN 33-302, Freedom of Information Act program;
Air Force Instruction 33-332, Air Force Privacy Act Program

g. Summary of DoD information system or electronic collection. Answers to these questions should be consistent with security guidelines for release of information to the public.

(1) Describe the purpose of this DoD information system or electronic collection and briefly describe the types of personal information about individuals collected in the system.

Electronic Freedom of Information Act (eFOIA) is an Air Force system which implements FOIAXpress (FX) a web-based commercial-off-the-shelf (COTS) system that electronically processes Freedom of Information Act (FOIA) / Privacy Act (PA) / Appeal / Litigation / Consultation requests. The application is comprehensive in that it handles a request from beginning to end. FOIA requesters provide personal identifiable information such as name, e-mail, home address, and telephone number which is maintained in this system. It also stores, retrieves, redacts, and prints documents for delivery. Additionally, it keeps track of request processing statistics and fees as well as generates reports on the number, types, and nature of requests processed, as required by the United States Air Force. FOIAXpress Public Access Link (PAL) is an add-on product to FOIAXpress, which allows requesters to submit requests, check on the case status, and obtain responsive documents via the Internet.

(2) Briefly describe the privacy risks associated with the PII collected and how these risks are addressed to safeguard privacy.

The eFOIA system resides on a DoD network server and is CAC enabled; only those with an account, password and a need-to-know may access and use the FOIAXpress system. The FOIAXpress Public Access Link (PAL) application is publicly accessible, but requires users to create an account to access their own requests, which includes the PII they submitted when creating their account. The system requires passwords to have 9 characters using 2 uppercase, 2 lower case, 2 special characters, and 2 number. Passwords expire after 60 days and user accounts are deactivated after 30 days of inactivity. Additionally, the PAL server is not connected directly to the other servers of the system.

h. With whom will the PII be shared through data exchange, both within your DoD Component and outside your Component (e.g., other DoD Components, Federal Agencies)? Indicate all that apply.

☒ **Within the DoD Component.**

Specify.

☒ **Other DoD Components.**

Specify.

☒ **Other Federal Agencies.**

Specify.

☐ **State and Local Agencies.**

Specify.

☐ **Contractor** (Enter name and describe the language in the contract that safeguards PII.)

Specify.

☐ **Other** (e.g., commercial providers, colleges).

Specify.

i. Do individuals have the opportunity to object to the collection of their PII?

☐

Yes

☒

No

(1) If "Yes," describe method by which individuals can object to the collection of PII.

(2) If "No," state the reason why individuals cannot object.

j. Do individuals have the opportunity to consent to the specific uses of their PII?

☐

Yes

☒

No

(1) If "Yes," describe the method by which individuals can give or withhold their consent.

(2) If "No," state the reason why individuals cannot give or withhold their consent.

By submitting a proper FOIA and appeal, or other request that utilizes the eFOIA system, an individual provides the information in order for Air Force to respond to the request or appeal. If an individual does not provide the requested information, Air Force cannot respond. In addition, requester name and request description are proactively posted in the FOIA Library in the interest of government transparency.

k. What information is provided to an individual when asked to provide PII data? Indicate all that apply.

☒ **Privacy Act Statement**

☐ **Privacy Advisory**

☐ **Other**

☐ **None**

Describe each applicable format.

- AUTHORITY: 10 U.S.C. 8013, Secretary of the Air Force; 5 U.S.C. 552, Public Information; agency rules, opinions, orders, records, and proceedings; and DoD Regulation 5400.07, DoD Freedom of Information Act (FOIA) Program; AFMAN 33-302

- PURPOSE(S): To process FOIA requests and to assist the Department of the Air Force in carrying out responsibilities under the FOIA.

- ROUTINE USE(S): In addition to those disclosures generally permitted under 5 U.S.C. 552a(b) of the Privacy Act of 1974, these records contained therein may specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3) as follows:

-- The DoD 'Blanket Routine Uses' published at the beginning of the Air Force's compilation of systems of records notices apply to this system.

- DISCLOSURE: Voluntary. However, if adequate contact information is not provided, we may not be able to process your request or contact you regarding your request.

NOTE:

Sections 1 and 2 above are to be posted to the Component's Web site. Posting of these Sections indicates that the PIA has been reviewed to ensure that appropriate safeguards are in place to protect privacy.

A Component may restrict the publication of Sections 1 and/or 2 if they contain information that would reveal sensitive information or raise security concerns.